

## ***New Administrative Services Organization Finding Its Sea Legs***

**Story and Photo by Thom Robinson  
Office of Congressional and Public Affairs**

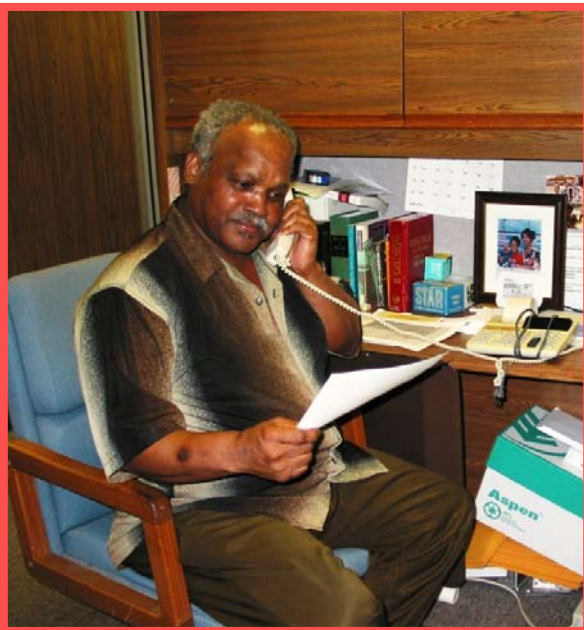
Though less than a year old, MARAD's new Administrative Services Organization (ASO) and its 19 employees continue to make good headway toward a goal of providing professional administrative support and excellent customer service to a wide range of offices within the agency.

ASO-hired personnel possess a broad range of administrative and office skills and are matrixed into several headquarters branches and divisions to give MARAD's managers the additional manpower they

need to accomplish administrative services, general administration services and human resources support.

Administrative services from the ASO include tracking time and attendance, travel requests and vouchers, security, filing systems, office reception, and data administration using proprietary software systems. ASO's general administration services include equipment and facilities maintenance, mail services, supply management, procurement and public affairs support. Human resources support provided by the ASO includes processing SF-52's (request for personnel action), position classification, staffing and recruitment, retirement and/or benefits counseling and processing and learning and development.

Program Manager Joy Douglas is pleased with the progress and cooperation she has so far received from MARAD's upper management and with the performance of her staff and subordinates. "With every day of ASO-provided service that passes and as ASO continues to give our customers what they need to help them accomplish their daily missions, step by step, the viability, credibility and reliability of the ASO and its people become more and more apparent to all," she said.



***ASO staff member Pernel Faltz assists a customer with a MA-50 requisition form.***

### ***Welcome Aboard —***

#### ***New MARAD Hires During the Months of June and July***

Quintin Ellis, Headquarters  
Ronald Parker, Headquarters  
Rand Pixa, Headquarters

Christopher Trogan, U.S. Merchant Marine Academy  
Raymond Mathewson, U.S. Merchant Marine Academy  
Nicholas Winowich, U.S. Merchant Marine Academy  
Gregory Sullivan, U.S. Merchant Marine Academy